

FIRE BATTALION CHIEF	CITY OF NATIONAL CITY
CLASS SPECIFICATION	Approved: April 10, 1997

DEFINITION

Under general direction, plans, coordinates, directs and performs fire prevention and administration functions; performs fire safety inspections and investigations; reviews plans of public, commercial, and residential buildings for compliance with fire safety codes; prepares administrative reports; acts as Fire Chief in his absence; and performs other related duties as required. This is a Mid-Management, FLSA Exempt, 40 hour position.

EXAMPLES OF TYPICAL DUTIES

The following duties and responsibilities are representative of those typically performed by positions assigned to this classification. Any single position may not perform all of these duties, and/or may perform similar related tasks not listed here.

Plans, directs and supervises the activities and staff assigned to the administrative division and community risk management group; performs fire safety inspections; issues fire safety permits, reviews plans for conformance with fire safety laws and regulations; issues written notices requiring the elimination of fire hazards; investigates fires to determine origin and cause; testifies in court; may develop and conduct fire prevention education programs; maintains records of building inspected and action taken; represents the fire department in public and interdepartmental meetings; responds to emergency incidents and carries out incident management functions; coordinates the City's disaster preparedness and emergency medical programs; utilizes computer program applications and computer systems; prepares routine reports and, as assigned, writes staff reports on various subjects; assists in preparing annual budget; works with other City and governmental agencies in all matters of concern to the fire department; serves as Acting Fire Chief in the absence of the Fire Chief; and performs other related work as required.

DESIRABLE QUALIFICATIONS

Training and Experience - Training and experience equivalent to the following: A.S. Degree in Fire Science, supplemented by twelve (12) additional college level credits in supervision, management, Fire Management I, Fire Command (1A & 1B), Instructor Training (1A & 1B) or fire administration; one (1) year of experience at the rank of Platoon Commander; or four (4) years of experience at the rank of Fire Captain; or eight (8) years as a certified acting Captain while at the rank of Fire Engineer in a department comparable to the National City Fire Department in size and population.

Knowledge of - Firefighting principles and the techniques and equipment employed in fire suppression; state and federal laws and regulations pertaining to fire suppression/prevention; training and communications methods and group instruction; fire safety codes, ordinances, laws and regulations; fire prevention and suppression theory, fire investigation methods and techniques including a knowledge of building materials and construction.

Skill and Ability to - Plan and implement the goals and objectives of the fire administrative division and community risk management group; develop, understand, follow and implement departmental regulations and procedures; keep records and write reports; communicate effectively with the public and departmental personnel; effectively develop and implement comprehensive training programs; train, lead and maintain discipline and morale; take effective courses of action in emergency situations; establish and maintain effective working relations with others; utilize computer applications and information systems related to fire administration.

LICENSES, CERTIFICATES OR SPECIAL REQUIREMENTS

Possession of a valid California Driver's License, Incident Command System 220 Certificate, Hazardous Material First Responder Operational Level Certificate, and PC 832 Certification are required at the time of appointment. Certificates in Hazardous Materials Incident Coordinator and Training in Confined Space Rescue must be obtained within one (1) year of appointment or at soonest mutual availability. ■